

VI. DESE RESPONSIBILITIES

1. APPLICATION, EVALUATION, AND APPROVAL OF PRIVATE EDUCATIONAL AGENCIES

Statutory Authority

Pursuant to State law, a responsible public agency may, if no adequate program is available in nearby districts or through public agencies, contract with any organizations within the state which meet the standards established by the State Board of Education for services for students with disabilities. Agencies will be approved and monitored by the Department of Elementary and Secondary Education. Agencies will be monitored by standards equal to or exceeding those used to monitor local school districts in accordance with provisions of Part B of the Individuals with Disabilities Education Act (IDEA) and applicable state standards.

Agency Defined

For the purpose of these provisions, a private organization is defined as any organization which has programs meeting the standards established by the State Board of Education with the exception of any organization established for a sectarian purpose or whose governance is controlled by any religious creed, church, or sectarian denomination.

Agency Policies and Procedures

Agencies shall be organized and operated according to written policies and procedures. Those written policies and procedures must include a Statement of Policy that the agency will:

- A. comply with the provisions of IDEA, including all of the procedural safeguards provided for in that Act;
- B. provide all services to students with disabilities under contract from a public agency in accordance with the student's Individualized Education Program (IEP);
- C. provide all services at no cost to the parents;
- D. ensure that the student has the same rights as a student with a disability served by the public agency with whom the contract is negotiated.
- E. have a written Code of Conduct which has been shared with the parents of the students with a disability and the public agency with which the contract has been negotiated; and,
- F. have a written procedural plan which coordinates the evaluation of all programs and services provided to students with disabilities which includes:
 - 1) program goals and objectives for each program and service; and,
 - 2) evaluation criteria and procedures for each offered program/service.

Special educational services provided by the agency, pursuant to contract with public school(s), shall conform to the aforementioned policies. To document that those services will conform, each agency must sign an "Assurances" statement provided by the Department of Elementary and Secondary Education.

Private agency approval may be withdrawn by the Department of Elementary and Secondary Education if the agency's written policies and procedures, as they relate

to IDEA, are not being followed by the agency and the agency fails to correct the situation in a timely manner.

Administration of Programs

The educational programs provided by agencies shall be provided administrative direction by a person who has certification in an area of special education or related area which is appropriate for the educational program(s) the agency provides.

Provision of Free Appropriate Public Education (FAPE)

The curricula of private educational agencies shall include all the areas for which instruction is provided, per the contract and the student's IEP. It shall be in writing and revised, as necessary. Agencies shall provide instruction and related services:

- A. in conformance with their contractual arrangement with the public agency;
- B. in conformance with an IEP that meets the requirements of the IDEA;
- C. at no cost to parents;
- D. that meets the standards that apply to education provided by the public agency including access to the general education curriculum, as determined appropriate by the IEP team; and,
- E. in accordance with the provisions of the Procedural Safeguards as referenced in Regulation V of this State Plan as they apply to private agencies.

Facilities, Transportation, Equipment, and Materials

Agencies shall provide appropriate facilities, equipment, and materials to effectively deliver special education and related services to all students serviced via contract.

Agencies shall comply with appropriate health and environment, occupancy, fire safety, transportation, and accessibility standards as are warranted by the services which the agency has contracted to provide.

Certificated and Licensed Professional Staff

Agencies shall retain appropriately qualified staff to deliver the services for which school districts have contracted. Personnel records shall be maintained for all certificated and licensed professional staff.

Agency and Student Records

Agencies shall maintain an organized system of accurate and current records which pertain to the administration of the agency and the delivery of special education and related services. Student records shall be maintained consistent with the provisions of the Family Educational Rights and Privacy Act, 34 CFR 99.1-99.67. Agencies shall provide a contracting school system, upon written request, complete and timely access to all agency records which pertain to the delivery of services to student(s) served through contractual agreement with that school system. Agencies shall maintain sufficient and accurate records to document the delivery of appropriate special education and related services.

Administrative and Support Services

Agencies shall provide appropriate administrative and support services, as needed, for the effective delivery of special education and related services for contract students. This includes, but is not limited to, financial accounting, physical plant maintenance and housekeeping, dietary services, student transportation, paraprofessionals, etc. All administrative and support staff must comply with appropriate education and/or experience qualifications for their respective duties.

Professional Development

Agencies shall assure that all personnel receive in-service training, as appropriate, to be effective in the delivery of special education and related services.

Agency Approval

Agencies will annually submit a written application for approval to the Division of Special Education. Disposition will be one of the following: approved without condition, conditional approval, or not approved.

Initial applicants shall be reviewed on-site. All approved agencies will receive an on-site review every five years or more frequently, if warranted, as part of the on-going approval process.

Nondiscrimination

Agencies shall ensure equal employment/educational opportunities regardless of race, color, creed, national origin or sex, in compliance with Title VI and Title IX, or disability, in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

Appeal Procedure for Private Agencies

An agency will be provided with notice and an opportunity for a hearing upon disapproval of an application under these provisions. This notice shall contain:

- A. a statement of the basis upon which the Department has disapproved the application;
- B. a description of the corrective action needed to resolve the issue;
- C. advisement that a hearing may be requested before the Department not later than thirty (30) days from receipt of the notice of disapproval; and,
- D. information about the procedures applicable to the hearing process.

An applicant requesting a hearing pursuant to this section must do so in writing directed to the Assistant Commissioner for the Division of Special Education. Within thirty (30) days of the date of receipt of the request, the Assistant Commissioner or a designee shall schedule and conduct the hearing. Not later than thirty (30) days after the formal close of the hearing, a written ruling shall be forwarded to the applicant.

Appeal of the Assistant Commissioner's ruling is authorized pursuant to Chapter 536, RSMo.

2. CHILD COMPLAINT PROCESS

Statement of Jurisdiction

The Department of Elementary and Secondary Education, as a grantee under Part B of the Individuals with Disabilities Education Act (IDEA), must maintain procedures for receiving, investigating, and resolving complaints alleging that statutes and/or regulations implementing IDEA have been violated. This process is known as the child complaint process.

Limitations

A complaint must allege a violation by a responsible public agency that occurred not more than one year prior to the date that the complaint is received unless a longer period is reasonable because the violation is continuing or compensatory services are applicable for a violation that occurred not more than three years prior to the date the complaint is received.

Initiating of a Complaint

A child complaint must be filed in writing and must:

State facts describing an alleged violation of state and/or federal regulations implementing IDEA.

The complaint should include the name, address, and phone number of the complainant as well as applicable information regarding the student(s) involved.

Processing of Complaint Record

Upon receipt, the complaint shall be reviewed by the complaint coordinator and necessary staff assigned to investigate it. The complaint shall also be entered into the complaint tracking process.

Investigation of the Complaint

The process of investigation shall include: staffing the complaint, providing written notice of the complaint to the responsible public agency, written acknowledgment to the complainant, data collection, and on-site visits where appropriate.

- A. Assigned staff will review the complaint to determine the parameters of the investigation. This would include determining whether an on-site visit will be necessary or whether the information may be obtained through the use of a data request and phone interviews. If an on-site visit is needed, the details of the visit shall be discussed with the complaint coordinator and is subject to approval of the coordinator.
- B. Upon receipt of a complaint and completion of the staffing, notice shall be sent to the responsible public agency against which the complaint is filed. The notice shall include a statement of the elements of the complaint, a description of the investigation process and, if possible, the details of any on-site visits, data requests, or phone interviews that are planned. The responsible public agency shall be invited to provide any relevant information.

- C. Upon receipt of a complaint and completion of the staffing, a written acknowledgment shall be sent to the complainant and shall include a statement of the elements of the complaint, a description of the investigation process, and an invitation to provide any relevant information the complainant wants considered.
- D. Documentation requests and phone interviews will be the primary methods of data collection in the complaint investigation. The data request should include documents relevant to the complaint and should be forwarded to a designated contact with the responsible public agency. It is the purpose of the data requests and phone interviews to attempt, where possible, to resolve the complaint without an on-site visit.
- E. If the investigation requires an on-site visit, separate notice to the responsible public agency shall be given. This notice may be given by phone, but should preferably be in writing. If the notice is given by phone, then a confirmation in writing should follow-up the phone conversation. The notice shall include a statement of the records to be made available, staff to be interviewed, and any need for access to school or agency facilities.

Investigation Timelines

The Department of Elementary and Secondary Education shall have, upon receipt of the completed complaint, sixty (60) calendar days to investigate and resolve the complaint. Extension of this time limit may be granted by the Commissioner of Education, if exceptional circumstances exist with respect to the particular complaint. If such an extension is given, notice shall be given to the complainant and the responsible public agency under investigation, with documentation of that notice to be maintained within the child complaint file.

Resolution of the Complaint

Resolution of a child complaint shall be through the issuance of a Decision letter from the Commissioner of Education, Department of Elementary and Secondary Education. The Decision letter shall include findings of fact and conclusions, and provide reasons for the Decision. These findings would include a review of the investigation results, including any information in an on-site investigation or from a data request. The basis for resolution may be any one of the following:

- A. a decision that the responsible public agency is not out of compliance;
- B. a decision that the responsible public agency is out of compliance, but that voluntary corrective action has been taken by the public agency to bring the public agency into compliance;
- C. a decision that the responsible public agency is out of compliance, and ordering a corrective action with a timeline for submission to the Department of Elementary and Secondary Education. Corrective actions ordered by the Commissioner of Education may include, but are not limited to, technical assistance activities, negotiations or other actions to achieve compliance.

Final Decision

The findings of the Commissioner of Education related to the complaint shall constitute a final decision of the Department of Elementary and Secondary Education. No further appeal is available.

3. COMPREHENSIVE SYSTEM OF PERSONNEL DEVELOPMENT

General CSPD Requirements (34 CFR 300.380)

Missouri has developed and is implementing a Comprehensive System of Personnel Development that is consistent with the purposes of Part B of IDEA through its State Improvement Plan/Grant. The Plan/Grant is consistent with the training of paraprofessionals and the training of primary referral sources respecting the basic components of early intervention services available in the state. The Plan/Grant is designed to ensure an adequate supply of qualified special and regular education and related services personnel and is updated at least every five years.

The State Improvement Plan/Grant meets the following requirements regarding an analysis of the State and local needs for professional development for personnel to serve children with disabilities. The data includes:

- A. the number of personnel providing special education and related services;
- B. relevant information on current and anticipated personnel vacancies and shortages; and,
- C. the extent of the certification or retraining necessary to eliminate shortages based on existing assessments of personnel needs.

The State Improvement Plan/Grant describes the strategies the state will use to meet the needs described above for in-service and pre-service preparation to ensure that all personnel who work with children with disabilities (including both professional and paraprofessional personnel who provide special education, general education, related services, or early intervention services) have the skills and knowledge necessary to meet the needs of children with disabilities. The plan includes a description of how the State will:

- A. Prepare general and special education personnel with the content knowledge and collaborative skills needed to meet the needs of children with disabilities including how the State will work with other States on common certification criteria;
- B. Prepare professionals and paraprofessionals in the area of early intervention with the content knowledge and collaborative skills needed to meet the needs of infants and toddlers with disabilities;
- C. Work with institutions of higher education and other entities that (on both a pre-service and an in-service basis) prepare personnel who work with children with disabilities to ensure that those institutions and entities develop the capacity to support quality professional development programs that meet State and local needs;
- D. Work to develop collaborative agreements with other States for the joint support and development of programs to prepare personnel for which there is not sufficient demand within a single State to justify support or development of a program of preparation;
- E. Work in collaboration with other States, particularly neighboring States, to address the lack of uniformity and reciprocity in credentialing of teachers and other personnel;
- F. Enhance the ability of teachers and others to use strategies, such as behavioral interventions, to address the conduct of children with disabilities that impedes the learning of children with disabilities and others;
- G. Acquire and disseminate, to teachers, administrators, school board members, and related services personnel, significant knowledge derived from educational research

- and other sources, and how the State will, if appropriate, adopt promising practices, materials, and technology;
- H. Recruit, prepare, and retain qualified personnel, including personnel with disabilities and personnel from groups that are under-represented in the fields of regular education, special education, and related services;
- I. Insure that the plan is integrated, to the maximum extent possible, with other professional development plans and activities, including plans and activities developed and carried out under other Federal and State laws that address personnel recruitment and training; and,
- J. Provide for the joint training of parents and special education, related services and general education personnel.

4. FULL EDUCATIONAL OPPORTUNITIES GOAL

The State of Missouri has established a goal of providing a full educational opportunity for all students with disabilities, ages birth through twenty-one (21) years, within the State.

The state began provision of full educational opportunities for all students with disabilities between the ages of five (5) and twenty-one (21) years on July 1, 1974.

The state began provision of full educational opportunities for all students with disabilities between the ages of three (3) and twenty-one (21) years on July 1, 1991.

The state began provision of full educational opportunities for all infants and toddlers (birth through age two (2)) with disabilities on October 1, 1995. The state will begin provision of full educational opportunities for students through the age of twenty-one (21) in 2010.

Full implementation of the goal will include the provision of a free appropriate public education for all students with disabilities ages three (3) through twenty-one (21) years, and the provision of early intervention services for infants and toddlers with disabilities (0 through 2) and their families.

To facilitate implementation of the goal, the Missouri Department of Elementary and Secondary Education collects information from local school districts and other agencies providing services for children with disabilities. This information includes:

- A. number, age, disability, and location of children with disabilities receiving special education services;
- B. number of personnel employed by public agencies to provide special education services;
- C. number of children with disabilities exiting the educational system; and,
- D. federal, state, and local funds expended for special education and related services.

LISTED BELOW ARE THE STATUTES OF THE STATE OF MISSOURI WHICH PROVIDE A LEGAL BASIS AND SOURCE FOR MISSOURI'S POLICY RELATING TO THE FULL EDUCATIONAL OPPORTUNITIES GOAL:

(Section 162.675(4), RSMo)
(Section 162.680(1), RSMo)
(Section 162.680(2), RSMo)

(Section 162.700(1), RSMo)
(Section 162.705(1), RSMo)
(Section 162.710, RSMo)

5. METHODS OF ENSURING SERVICES

Methods of Ensuring Services (34 CFR 300.142)

Establishing Responsibility for Services

The Assistant Commissioner of Special Education for the Department of Elementary and Secondary Education (DESE) ensures that an interagency agreement or other mechanism for interagency coordination is in effect between each noneducational public agency and the DESE, in order to ensure that all services that are needed to ensure FAPE are provided, including the provision of these services during the pendency of any interagency dispute. The agreement or mechanism must include the following:

- A. agency financial responsibility: An identification of, or a method for defining, the financial responsibility of each agency for providing services to ensure FAPE to children with disabilities. The financial responsibility of each noneducational public agency, including the State Medicaid agency and other public insurers of children with disabilities, must precede the financial responsibility of the public agency (or the State agency responsible for developing the child's IEP);
- B. conditions and terms of reimbursement: The conditions, terms, and procedures under which the responsible agency must be reimbursed by other agencies;
- C. interagency disputes: Procedures for resolving interagency disputes (including procedures under which the responsible public agency may initiate proceedings) under the agreement or other mechanism to secure reimbursement from other agencies or otherwise implement the provisions of the agreement or mechanism; and,
- D. coordination of services procedures: Policies and procedures for agencies to determine and identify the interagency coordination responsibilities of each agency to promote the coordination and timely and appropriate delivery of services.

Obligation of Noneducational Public Agencies

If any public agency other than an educational agency is otherwise obligated under Federal or State law, or assigned responsibility under State policy to provide or pay for any services that are also considered special education or related services (such as, but not limited to, services described in 34 CFR 300.5 relating to assistive technology devices, 34 CFR 300.6 relating to assistive technology services, 34 CFR 300.24 relating to related services, 34 CFR 300.28 relating to supplementary aids and services, and 34 CFR 300.29 relating to transition services) that are necessary for ensuring FAPE to children with disabilities within the State, the public agency shall fulfill that obligation or responsibility, either directly or through contract or other arrangement.

A noneducational public agency may not disqualify an eligible service for Medicaid reimbursement because that service is provided in a school context. If a public agency other than an educational agency fails to provide or pay for the special education and related services, the LEA (or State agency responsible for developing the child's IEP) shall provide or pay for these services to the child in a timely manner. The LEA or State agency may then claim reimbursement for the services from the noneducational public agency that failed to provide or pay for these services and that agency shall reimburse in accordance with the terms of the interagency agreement or other mechanism and the conditions and terms of reimbursement.

6. PARTICIPATION IN ASSESSMENTS

Children with disabilities are included in the general State and district wide assessment programs, with appropriate accommodations and modifications in administration, if necessary.

The State has developed guidelines for IEP teams to use in making decisions about the participation of students with disabilities in the general state assessment program. When an IEP team determines it is not appropriate for a student with a disability to participate in the general State assessment program, the student shall participate in the alternate State assessment.

Children with disabilities who cannot participate in general State assessments shall participate in the State alternate assessment beginning July 1, 2000.

Local school districts must develop guidelines for the participation of children with disabilities in district wide assessment programs with appropriate accommodations and modifications in administration, if necessary. When IEP teams determine children with disabilities cannot participate in district wide assessment, they must document why and how the child will be assessed.

Reporting

The Department of Elementary and Secondary Education reports and makes available to the public the following information:

- A. number of children with disabilities participating:
 - 1) in regular state assessments; and,
 - 2) the alternate state assessment.
- B. The performance results for children participating in regular and alternate state assessments when they are statistically sound and do not result in the disclosure of performance results identifiable to individual children.

Reports to the public include aggregated data that include the performance of children with disabilities together with all other children and disaggregated data on performance of children with disabilities.

The Department of Elementary and Secondary Education reports this information with the same frequency and in the same detail as it reports on the assessment of nondisabled children beginning July 1, 1998, for regular state assessments and beginning July 1, 2000, for alternate State assessment.

7. PERFORMANCE GOALS AND INDICATORS

The State of Missouri has established the following goals for the performance of children with disabilities in Missouri. These goals promote the purposes of IDEA and are consistent, to the maximum extent appropriate, with goals and standards that have been established by the state for all children:

- A. The performance level of children who receive special education services prior to age 5 will increase on the School Entry Profile.
- B. The percentage of students with disabilities in Grade 3 and 7 who are proficient readers will increase, while the percentage that have Missouri Assessment Programs - Communication Arts (MAP-CA) read to them will decrease.
- C. The percentage of students with disabilities scoring at the Step 1 and Progressing achievement level will decrease, while the percentage of students with disabilities scoring at Proficient and Advanced will increase for each of the MAP subject area assessments.
- D. The percentage of students with disabilities graduating with a regular diploma will increase.
- E. The percentage of students with disabilities that drop out of school will decrease.
- F. The percentage of students with disabilities participating in vocational preparation programs is consistent with the percentage of participation in the general population of students.
- G. The percentage of students with disabilities employed or enrolled in continuing education six months post vocational training will increase or be maintained at a high level.
- H. The percentage of students with disabilities employed or enrolled in continuing education six months post graduation will increase or be maintained at a high level

Every two (2) years the Missouri Department of Elementary and Secondary Education will report to the Secretary of Education and the public of Missouri, the progress of the State and of the children with disabilities in the State, toward meeting these goals. Based upon the assessment of the progress, the State will revise its State Improvement Plan as needed to improve its performance.

8. PERSONNEL STANDARDS (34 CFR 300.136)

Policies and Procedures

Missouri's policies and procedures ensure that personnel necessary to carry out the purposes of Part B of IDEA are appropriately and adequately prepared and trained. The policies and procedures are consistent with this section and provide for the establishment and maintenance of standards that are consistent with any State Board of Education approved certification, or Missouri licensing, registration, or other comparable requirements that apply to the profession or discipline in which a person is providing special education or related services. Missouri has identified the specific occupational categories required to provide special education and related services within the State including roles, job titles, and qualifications. The Missouri Department

of Elementary and Secondary Education will revise or expand occupational categories as needed.

Steps for Retraining or Hiring Personnel

The State has developed procedures for Speech Implementers to serve students with disabilities in areas where there are shortages of Speech and Language therapists. The State through the State Improvement Plan is offering a Distance Learning program targeted to Implementers to assist them in attaining State Board Certification. All Implementers and district administrators were notified of the program in the spring of 1999. Tuition reimbursement is also being offered to the Implementers.

In order to meet the shortages of special education teachers in some areas of the state, tuition reimbursement is being offered to general education teachers and paraprofessionals who are interested in obtaining special education certification. All districts were notified of this program in the spring of 1999. All individuals participating in these programs have three years to reach full certification.

Status of Personnel Standards in the State

The Missouri Department of Elementary and Secondary Education utilizes a variety of sources to determine the status of personnel standards in the state. Each year a survey is conducted in the state to identify personnel needs for each profession or discipline providing special education or related services.

The Missouri Department of Elementary and Secondary Education also contracts with Southwest Missouri State University to conduct an annual survey of Missouri districts to determine Supply and Demand of all teachers by state and region. Each local district also reports to the Department of Elementary and Secondary Education the number of teachers and other personnel employed to provide special education and related services.

All data are used by the State to determine the status of personnel standards in the State. The determination is based on current information that accurately describes, for each profession or discipline in which personnel are providing special education or related services, whether the applicable standards are consistent with the highest requirements in the State for that profession or discipline. Information is on file at the State office and is available to the public.

Applicability of State Statutes and Agency Rules

In identifying the highest requirements in the State for purposes of this section, the requirements of all State statutes and the rules of all State agencies applicable to serving children with disabilities are considered.

Use of Paraprofessionals and Assistants

Missouri allows paraprofessionals, paraeducators and assistants who are appropriately trained and supervised to be used to assist in the provision of special education and related services to children with disabilities.

Local school district must provide each paraprofessional or paraeducator with the orientation and training necessary for the individual to perform the duties associated with the work assignment. At a minimum, such training shall include information and experiences related to:

- A. the type of disabilities displayed by the students with whom they will work;
- B. basic principles of behavior modification;
- C. basic instructional techniques expected to be used (demonstration, modeling, cueing, reinforcement, correction, etc.); and,
- D. other areas as necessary (positioning, lifting and transferring techniques, feeding procedures, etc.).

Paraprofessionals and paraeducators who do not hold a teaching certificate shall receive a minimum of 15 hours of training during their initial year of employment and a minimum of ten (10) hours of training in subsequent years.

Personnel Standards

The Personnel Standards outlined in the following pages list the **Titles, Responsibilities, Educational Qualifications**, and appropriate Missouri **Licensure or Certification** requirements for the personnel providing special education and related services for students with disabilities. The **Titles** listed are not intended to be a finite listing of occupational categories. Districts can determine that other positions are needed and request approval as described under the job title “Other Pupil Personnel”.

The descriptions listed under **Responsibilities** are not an all inclusive list. Districts should review applicable Practice Acts, code of ethics, and content of an individuals’ preparation program to determine if a designated individual can deliver specific services. Services must be provided consistent with the appropriate guidelines and requirements specified by the individual licensure requirements. In addition, the administration of some standardized assessments have specific requirements for administration. Personnel, with the appropriate education and training, may be qualified to administer these assessments and may hold a variety of job titles.

The **Educational Qualifications** indicate the highest entry-level academic degree needed for state approved licensure or certification. Districts may employ individuals with qualifications that exceed these requirements. **Licensure and Certification** requirements are those currently in place and are subject to change by the appropriate governing agency. Specific requirements are available from the appropriate licensing or certifying agency that is listed.

In order for personnel to be paid in full or part from IDEA Part B funds, they must meet the standards in the Personnel Standards Chart.

PERSONNEL STANDARDS

TITLE	RESPONSIBILITIES	EDUCATIONAL QUALIFICATIONS	CERTIFICATES OR LICENSE
Audiologist	Plans and implements screening, evaluation/diagnosis, and special education services for hearing impaired students.	Master's Degree	License issued by the State Board of Registration for the Healing Arts
Audiology Aide	Works under direct supervision of a licensed audiologist.	High school diploma or GED	Registration certificate issued by the State Board of Registration for the Healing Arts
Casemanager	An administrative function that includes oversight of the IEP process on an individual student basis.	Bachelor's Degree	Any valid Missouri special education certificate
Counselor <ul style="list-style-type: none"> • high school • middle school • elementary 	Provides direct guidance and counseling to eligible students with disabilities not routinely provided to the entire school population.	Master's Degree	Counselor certification by the State Board of Education
Counselor, Licensed Professional	Provides individual and group counseling techniques, methods or procedures for the purposes of assessing, understanding or influencing behavior. Conducts assessments for aptitudes, intelligence, attitudes, abilities, achievement, interests or personal characteristics. Provides Therapeutic vocational/personal rehabilitation.	Master's Degree	Licensed by the Division of Professional Registration
Educational Diagnostician*	Administers educational evaluations and assists in determining eligibility for special education.	Master's Degree	<ol style="list-style-type: none"> 1. Must have one of the following certificates issued by the State Board of Education: <ul style="list-style-type: none"> • Special education • Guidance Counselor • School Psychological Examiner • School Psychologist 2. Licensed Professional Counselor licensed by the Division of Professional Registration
Interpreter of the Deaf	Facilitates communication between students with hearing impairments and hearing persons.	High school diploma or GED	Certified by the Commission for the Deaf and licensed by the Division of Professional Registration. After January 1, 2003, an intermediate certificate issued by the Commission for the Deaf and license issued by Professional Registration.
Music Therapist	Participates in the development and implementation of IEPs.	Bachelor's Degree	Certification recognized by the American Music Therapy Association

*For more specific information concerning test administration, see the introduction to this section.

TITLE	RESPONSIBILITIES	EDUCATIONAL QUALIFICATIONS	CERTIFICATES OR LICENSE
Occupational Therapist	Provides occupational therapy and evaluation services to eligible students with disabilities.	Bachelor's Degree	License issued by the Missouri Board of Occupational Therapy
Occupational Therapy, Certified Assistant (COTA)	Provides occupational therapy services under the direction of a licensed occupational therapist.	AA degree	License issued by the Missouri Board of Occupational Therapy
Orientation and Mobility Specialist	Provides orientation and mobility services to eligible students with visual impairments.	Bachelor's Degree with specialization in orientation and mobility, teaching the blind and visually impaired, rehabilitation teaching, special education, occupational therapy, physical therapy or closely related area	<ul style="list-style-type: none"> • Certified by the Association for Education and Rehabilitation (AER) OR • Demonstrated proficiency in O&M as required by a current contract with Rehabilitation Services for the Blind
Orientation and Mobility, paraprofessional	Provides orientation and mobility services under the direction of an Orientation & Mobility Specialist.	Bachelors Degree in fields of study other than those listed above	<ul style="list-style-type: none"> • Demonstrated proficiency in O&M as required by a current contract with Rehabilitation Services for the Blind and 2 years supervised experience with blind/or visually impaired persons
Other Pupil Personnel	Any trained professional not identified above, who provides special education support services.	Personnel must have academic preparation in the assigned area or job related experience in the assigned area	For Exceptional Pupil Aid (EPA) the position must be assigned by the local board of education and must have prior written approval of the position's job description and qualifications by the Division of Special Education Department of Elementary and Secondary Education.
Paraprofessional	Assists with the implementation of IEPs under the direction of the teacher. Additional responsibilities may include meeting the physical needs of the student, Braille instruction, preparation of materials and providing other supports that may be necessary based on the students needs and disability.	High school diploma or GED OR If assigned to a school-wide Title I building, meets the paraprofessional requirements of the No Child Left Behind Act.	None

TITLE	RESPONSIBILITIES	EDUCATIONAL QUALIFICATIONS	CERTIFICATES OR LICENSE
Paraprofessional for Braille Instruction	Provides Braille instruction to implement IEP goals and objectives.	High school diploma or GED OR If assigned to a school-wide Title I building, meets the paraprofessional requirements of the No Child Left Behind Act.	Demonstrated proficiency in Braille as required by a current contract with Rehabilitation Services for the Blind.
Physical Therapist	Provides physical therapy and evaluation services to eligible students with disabilities.	Bachelor's Degree OR Master's Degree if graduated after December 31, 2002	License issued by the State Board of Registration for the Healing Arts
Physical Therapist Assistant	Provides Physical Therapy services under the direction of a physical therapist.	60 hours prescribed course of study, Associate's degree	License issued by State Board of Registration for the Healing Arts
Physician	Provides medical, evaluative, and diagnostic services, and assists in planning and implementing special education services for students with disabilities.	Medical Degree	Physician licensed by the State Board of Registration for the Healing Arts
Psychologist, School	Administers psychological tests, participates on evaluation teams, provides psychological services to students with disabilities as specified on the IEP, and assists in planning and implementing special education services.	Master's Degree	School Psychologist certification by the State Board of Education
Psychologists	Administers psychological tests, participates on evaluation teams, provides psychological services to eligible disabled students as specified on the IEP, and assists in planning and implementing special education services.	Master's Degree	Licensed by the Division of Professional Registration as a Psychologist
Recreational Therapist	Participates in the development and implementation of IEPs.	Bachelor's Degree	Certification recognized by the Recreational Therapy Association
School Nurse, LPN	Provides health services under the direction of an RN or Physician.	One year course of study in practical nursing	Licensed by the State Board of Nursing
School Nurse, RN	Provides screening, evaluative, and diagnostic health information. This person provides health services to eligible students with disabilities as specified on the student's IEP. The health services would include only those not routinely provided to the entire school population.	Associate's Degree	Licensed by the State Board of Nursing

TITLE	RESPONSIBILITIES	EDUCATIONAL QUALIFICATIONS	CERTIFICATES OR LICENSE
School Psychological Examiner	Coordinates and/or participates on the multidisciplinary evaluation team, and assists in determining whether a student is disabled.	Master's Degree	School Psychological Examiner certification by the State Board of Education
School Social Worker	Provide services to parents of students with special education needs, assists in the development and implementation of IEPs. Assist in identification and assessment of individual's educational needs including social, emotional, behavioral, adaptive needs; develops and implements behavior intervention plans: provides individual, group, parent, and family counseling and consultation; serves as a liaison with home, school, and community.	Master's degree	Completion of an approved course of study in school social work accredited by CSWE or a School Social Work Specialist credential issued by National Association of School Social Workers (NASSW)
Social Worker, Licensed Clinical	Provides methods, principles, and techniques of casework, group work, client centered advocacy community organization, administration, planning, evaluation, consultation, research, psychotherapy and counseling methods and techniques to persons, families, and groups in assessment, diagnosis treatment, prevention and amelioration of mental emotional conditions. Delivers services that are billable to Medicaid.	Master's degree	License issued by Missouri State Committee for Social Workers
Special Education Administrator	Directs, coordinates, and supervises the district's special education services.	Master's Degree	Special Education Administrator Certificate by the State Board of Education.
Special Education Process Coordinator	Supervises the special education process from referral through placement and provision of services, appropriate identification and placement of students with disabilities; and, district compliance with state and federal requirements for special education.	Master's Degree	Certification in at least one area of special education or related area and knowledge of special education process requirements
Special Education Supervisor/K-12 <ul style="list-style-type: none"> high school middle school elementary 	Directs and assists special education teachers and teacher aides, grades K-12, or any combination thereof, in providing special education services to students with disabilities.	Master's Degree	Certification in at least one area of special education for the area and grade level for which supervision is provided.
Speech Implementer	Assists with the implementation of IEPs under the direction of a speech/language pathologist.	Bachelor's Degree	Missouri teaching certificate or Bachelor's Degree in Communications Disorders

TITLE	RESPONSIBILITIES	EDUCATIONAL QUALIFICATIONS	CERTIFICATES OR LICENSE
Speech/Language Pathologist	Provides direct instruction, consultation with teachers, develops IEPs, writes diagnostic reports, and may provide evaluation services.	Master's Degree OR License issued by the State Board of Registration for the Healing Arts	Speech Specialist certificate issued by the State Board of Education
Speech/Language Pathologist, Diagnostic	Provides evaluation services for students with suspected speech/language disabilities. This person does not have a caseload of students for provision of direct services.		
Speech/Language Pathology Aide	Works under the direct supervision of a licensed speech/language pathologist.	High school diploma or GED	Registration certificate issued by the State Board of Registration for the Healing Arts
Speech/Language Pathology Assistant	Assists with the implementation of IEPs under the direction of a licensed speech/language pathologist.	Bachelor's Degree in communication Disorders or Associate's Degree in SLP Assistant (2005)	Registration certificate issued by the State Board of Registration for the Healing Arts
Teacher <ul style="list-style-type: none"> • Early childhood special education • Hearing impaired • Mild/moderate behavior disorders • Mild/moderate cross categorical • Mild/moderate learning disabilities • Mild/moderate mental retardation • Severe developmental disabilities • Visually impaired 	Direct instruction, consultation with teachers, develop IEPs, writing evaluation reports, travel training, co-teaching, individualized assessments.	Bachelor's Degree	Special Education certification by the State Board of Education in <ul style="list-style-type: none"> • Early Childhood • Hearing Impaired • Mild/moderate cross categorical • Mild/moderate behavior disorders • Mild/moderate learning disabilities • Mild/moderate mental/retardation • Serve Developmental Disabilities • Visually Impaired
Vocational Resource Educator (VRE)	Assists with the development and implementation of IEPs and the placement of students with disabilities in vocational programs.	Bachelor's Degree	<ul style="list-style-type: none"> • Special Education Certificate or • Counselor or Vocational Certificate and additional coursework as determined by the Vocational Division
Work Experience Coordinator (WEC) Vocational Adjustment Coordinator (VAC)	Plans, develops, implements, and supervises work experience programs for students with disabilities. Provides direct instruction, participates in IEP meetings, conducts screenings and work assessments.	Bachelor's Degree	Any special education certification issued by the State Board of Education

9. PUBLIC PARTICIPATION

The State of Missouri ensures that, prior to the adoption of any policies and procedures needed to comply with the Individuals with Disabilities Education Act, there are public hearings, adequate notice of the hearings, and an opportunity for comment available to the general public, including individuals with disabilities and parents of children with disabilities.

10. STATE ADVISORY PANEL

The State of Missouri maintains an advisory panel for the purpose of providing policy guidance with respect to special education and related services for children with disabilities in the State. The advisory panel is appointed by the Commissioner of the Department of Elementary and Secondary Education (DESE). The Panel is a public governmental body as defined by Missouri's Open Meetings and Records Law and complies with the "Sunshine Law."

Membership (34 CFR 300.651)

The membership of the State advisory panel is representative of the State population and is composed of individuals involved in, or concerned with the education of children with disabilities, including:

- A. parents of children with disabilities;
- B. individuals with disabilities;
- C. teachers;
- D. representatives of institutions of higher education that prepare special education and related services personnel;
- E. state and local education officials;
- F. administrators of programs for children with disabilities;
- G. representatives of other State agencies involved in the financing or delivery of related services to children with disabilities;
- H. representatives of private schools and public charter schools;
- I. at least one representative of a vocational, community, or business organization concerned with the provision of transition services to children with disabilities; and,
- J. representatives from the State juvenile and adult corrections agencies.

A majority of the members of the panel must be individuals with disabilities or parents of children with disabilities.

Advisory Panel Functions (34 CFR 300.652)

The State advisory panel shall:

- A. advise the SEA of unmet needs within the State in the education of children with disabilities;
- B. comment publicly on any rules or regulations proposed by the State regarding the education of children with disabilities;

- C. advise the SEA in developing evaluations and reporting on data to the Secretary under section 618 of the Act;
- D. advise the SEA in developing corrective action plans to address findings identified in Federal monitoring reports under Part B of the Act;
- E. advise the SEA in developing and implementing policies relating to the coordination of services for children with disabilities; and,
- F. advise on the education of eligible students with disabilities who have been convicted as adults and incarcerated in adult prisons.

Advisory Panel Procedures (34 CFR 300.653)

- A. The advisory panel shall meet as often as necessary to conduct its business.
- B. By July 1 of each year, the advisory panel shall submit an annual report of panel activities and suggestions to the SEA. This report must be made available to the public in a manner consistent with other public reporting requirements of Part B of the Act.
- C. Official minutes must be kept on all panel meetings and must be made available to the public on request.
- D. All advisory panel meetings and agenda items must be announced enough in advance of the meeting to afford interested parties a reasonable opportunity to attend. Meetings must be open to the public.
- E. Interpreters and other necessary services must be provided at panel meetings for panel members or participants.
- F. The advisory panel shall serve without compensation but the State must reimburse the panel for reasonable and necessary expenses for attending meetings and performing duties.

11. STATE EDUCATION AGENCY (SEA) RESPONSIBILITY FOR GENERAL SUPERVISION

It is the policy of the Missouri Department of Elementary and Secondary Education (DESE) that the requirements of Part B of the Individuals with Disabilities Education Act are implemented by public agencies in this state responsible for the education of children with disabilities.

The DESE ensures that each educational program for children with disabilities administered in the State, including each program administered by another State or local agency, is under the general supervision of the Division of Special Education, Department of Elementary and Secondary Education, and that their programs meet the educational standards of the DESE.

12. SUSPENSION AND EXPULSION RATES

The State of Missouri examines data to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities among local education agencies in the State, or compared to the rates for nondisabled children within the agencies.

If the discrepancies are occurring, the Department of Elementary and Secondary Education reviews and, if appropriate, revises (or requires the affected State agency or local education agency to revise) its policies, procedures, and practices relating to the development and implementation of IEPs, the use of behavioral interventions, and procedural safeguards, to ensure that these policies, procedures, and practices comply with the IDEA.